

ORDERING INSTRUCTIONS FOR THE RECLAMATION-WIDE NON-MONETARY AWARD/SAFETY AWARD APPAREL BLANKET PURCHASE AGREEMENT (BPA)

The limited items, limited colors, and pricing for each available Non-Monetary/Safety Award item are displayed on the vendor's Web site at www.usbrstore.com. Please take note of the following excerpt from the Reclamation Manual, [ADM 05-06](#), which states, "Whenever Reclamation-wide contracts are in place for purchase of apparel using appropriated funds, employees are required to purchase only through these contracts."

This BPA is not for purchase of uniform items. For information on purchase of uniform items please contact Christine Reyes, the Reclamation Uniform Program Manager, at (303) 445-2041 or creyes@do.usbr.gov.

Each regional director will designate two (2) individuals as the ordering Points of Contact (POCs) to place orders against the Blanket Purchase Agreement (BPA). All orders will be forwarded to the POC for processing. Identification of the regional POCs was requested on 6/25/08, and their names will be added to the BPA and posted on the AAMD Web site when received.

Please review the [DOI Solicitor's opinion](#) and [ADM 06-01](#) (see links also provided on the AAMD Web site) to ensure that legal authority exists prior to making any purchase under the BPA. If you have questions, please contact your designated POC.

When processing a Non-Monetary Award of \$50 or more, complete form [DI-451](#) (a link to a fillable MS-Word form is available on the AAMD Web site), obtain written (email is acceptable) approval from your Servicing Human Resources Office (SHRO), and include the completed form with your request. Although SHRO approval is not required for Non-Monetary Awards under \$50, approval is required from the manager authorized to approve expenditure of the funds - therefore, you must complete form DI-451 and include the completed form with your request. In both cases, an email from the approving official with a valid cost code authorizing the expenditure of funds is required with your request.

The pricing posted on the Web site includes the apparel item with the Visual Identity (VI)-mandated Reclamation Logotype and Offset Tagline on the Left Chest of every item, as shown on the vendor's Web site. As also noted on the vendor's Web site, additional embroidery (customization but not personalization) may be purchased at additional cost on the Right Chest (2 lines of text, 25 characters max. each line).

Normal delivery time is 3 – 4 weeks after placement of the order. Rush service may be available at additional cost.

The vendor is not responsible for reimbursement or replacement on items shipped as originally ordered. Be sure you select the proper item, color, size and customization with

your original order. If the vendor fails to properly fill the order, please contact your POC for resolution.

Employees may order items for their personal use. However, employees are responsible for paying the applicable sales tax and cannot obtain Government reimbursement for purchases made with their own funds.